

Didja Know?



- Are you AGR and going to any of the following:
- MOB related functions such as SRP, Pre MOB training, White Cell, Demob.
- AT events such as AT recons, Advance party, AT support. Does not include the actual Unit AT period, because you are covered under the Unit AT order.
- MOS producing or NCOES/OES School?
- Follow these instructions and you can solve the “mystery” of what routing list you should use.

Ok, I'm Ready



- Once have your created your Authorization, you need to proceed to the Digital Signature page.
- Next slide, please!



Simple Rule

- Think back to doing orders in AFCOS.
- Would you have used a J series PMC or would you use one of the others?
- If you would have used a J series, then route it to HRO.
- IF you would have used a different PMC then route it to G3.
- If you did not do order requests in AFCOS then ask someone who did.

Logged In As: [Redacted]
 Traveler Name: [Redacted]

Document Name: LBKSRTISALINA051409_A01
 Document Type: Authorization
 Screen ID: 1059.1

[Close Window](#)
[Help for this screen](#)



Defense Travel System

A New Era of Government Travel

[RETURN TO LIST](#)

[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[Preview](#) [Other Auths.](#) [Pre-Audit](#) [Digital Signature](#)

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting this document, you are digitally signing this document.

Document Action

* Submit this document as:

SIGNED ▼

Routing List:

AGR Tvl ▼

Additional Remarks:

[Submit Completed Document](#)

Change Me because I am waaay wrong!

You will need to change your default to the Routing List that references G3. After all, G3 is paying for your Military Travel.

transportation mode than authorized by your AO.

Pending Routing Actions

Awaiting Status Change To	By	Level
Signed	SGT Snuffy	0

Document History

Logged In As:
 Traveler Name:

Document Name: LBKSRISALINA051409_A01
 Document Type: Authorization

Screen ID: 1059.1

[Close Window](#)
[Help for this screen](#)



Defense Travel System
 A New Era of Government Travel

[RETURN TO LIST](#)

[Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[Preview](#) [Other Auths.](#) [Pre-Audit](#) [Digital Signature](#)

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting this document, you are legally signing this document.

Document Action

* Submit this document as:

SIGNED

Routing List:

AGR G3

Additional Remarks:

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Click

[Submit Completed Document](#)

Pending Routing Actions

Awaiting Status Change To

By

Signed

SGT S

Document History

After you have reviewed "Other Auths, And Pre-Audit, you need to Click On the "Submit Completed Document".

That's more like it!

Fast Track Routing



- And now for the bad news.....
- Next slide, please

Fast Track Routing

- Fast Tracks are used for emergencies and for movement between program managers.
- Do NOT assign HRO Fast Track or G-3 Fast Track without a control number given to you by the program manager.
- All Fast Track requests without a control number will be returned!
- Under no circumstances will Fast Track be used on vouchers.
- All Fast Track Vouchers will be returned.





Ta-Da!

By selecting the correct routing list, your orders will be on the DTS Super Highway to G3.

And now you know.

Your Authorization to go to any of the events on the first slide is on the way to be approved by the G3 Shop!